



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Authorize Funds From The Protocol Account And Direct The City Clerk To Coordinate The City Council Reorganization Reception To Follow The December 4, 2002 Council Meeting (Approx. \$ 1,300) And The Annual City Employee Appreciation/Christmas Reception (Approx. \$1,700)

MEETING DATE: November 20, 2002

PREPARED BY: City Clerk

RECOMMENDED ACTION: That the City Council, pursuant to Resolution No. 2000-126, authorize funds from the Protocol Account and direct the City Clerk to coordinate the City Council reorganization reception to follow the December 4, 2002 Council Meeting and the annual City Employee Appreciation/Christmas Reception.

BACKGROUND INFORMATION: The City Clerk's Office annually coordinates the City Council reorganization reception, which takes place at the first City Council meeting of December. Guests include family members and friends of the outgoing and incoming Mayors and the Council Members, Community Service Award recipients and guests, members of the Management Team, and representatives from the press, as well as the general public in attendance at the meeting. It is somewhat difficult to anticipate the number of attendees; however, based on past information it is estimated that 150 may attend.

Below is an estimate of the costs related to this event:


Catering:	hors d'oeuvres, rental of wine glasses and linens, servers, and tax	\$1,100
Beverages:	(served by City Clerk staff)	<u>\$ 200</u>
Total Estimate =		<u>\$1,300</u>


In addition, the City Clerk's Office annually coordinates a City employee appreciation/Christmas reception on behalf of the City Council. The event this year is tentatively scheduled for December 19. Attendees (estimated at 200) generally include City employees who work at City Hall and adjacent buildings. In an effort to recognize City employees who work at off-site facilities, Christmas cookies will be delivered to Parks and Recreation, the Municipal Service Center, Animal Shelter, Community Center, and White Slough.

Below is an estimate of the costs related to this event:

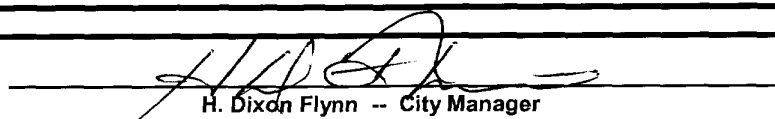
Catering:	hors d'oeuvres, beverages, servers, and tax	\$1,500
Cookies:	22 dozen	<u>\$ 200</u>
Total Estimate =		<u>\$1,700</u>

FUNDING: \$3,000 from the Protocol Account 100120.


Vicky McAthie, Finance Director


Susan J. Blackston
City Clerk

APPROVED:


H. Dixon Flynn -- City Manager